

## **Constitution of Munster Technological University Students' Union**

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## **Article 1 Name of the Organisation**

The name of the organisation shall be the ‘Munster Technological University Students’ Union’, hereinafter referred to as ‘the Union’, or in Irish, Aontas na Mac Léinn, Olscoil Teicneolaíochta na Mumhan.

## **Article 2 Establishment**

The Union, which shall be an unincorporated association, is the sole representative organisation of students of the Munster Technological University (hereinafter referred to as ‘the University’.) The Union will act as the voice for its members to advance and defend their rights, primarily in relation to their education and welfare as students, but also as citizens. This Constitution and Schedules come into effect on 1<sup>st</sup> June 2024.

All powers, functions, rights, privileges, rights of nomination, contracts, assets, liabilities and other matters whatsoever exercisable in or in respect of Cork Institute of Technology Students’ Union, Munster Technological University Cork Students’ Union, Institute of Technology Tralee Students’ Union and Munster Technological University Kerry Students’ Union immediately before the date of the coming into force of this Constitution, whether by virtue of the constitutions then in force or otherwise, by the authority in which the executive powers of the Cork Institute of Technology Students’ Union, Munster Technological University Cork Students’ Union, Institute of Technology Tralee Students’ Union and Munster Technological University Kerry Students’ Union was then vested are hereby declared to belong to the Union.

## **Article 3 Objectives of the Union**

The objectives of the Union shall include but not be limited to the following:

- (i) To act as the recognised voice of student members and to be the means of communication between the members of the Union and the University.
- (ii) To advocate with the University on all matters that the student body have decided on through its internal democratic processes.
- (iii) To represent members in wider society including locally, regionally, nationally and internationally.
- (iv) To support all members in the advancement of their education.
- (v) To promote the welfare and well-being of its members.
- (vi) To provide and manage a range of services and activities for the benefit of its members.
- (vii) To encourage the participation of members in clubs, societies, sports, social, recreational activities and volunteering as an integral part of the student experience in the University.
- (viii) To recognise the importance of the Irish Language and Culture and will strive to promote them as far as is practicable amongst its members and throughout the University.

- (ix) To promote, support and demand equal and fair access to education for those who come from disadvantaged backgrounds, minorities and marginalised groups.
- (x) To work in partnership at all levels with the University in the best interests of the members.

The Union members and Officers collectively and individually shall work to achieve the above objectives independent of political parties, religious organisations, lobbying groups and in accordance with the law.

#### **Article 4 Principles for Service Delivery**

- 4.1 The Union will ensure equal access for all of its members to its democratic processes and policy forming structures.
- 4.2 The Executive shall organise surveys and use other research into the opinion, practices and procedures of the University and the Union on a regular basis. Such research may be used for the purposes of improving the quality and delivery of services and supports to the membership by the Union and the University.

#### **Article 5 Membership**

- 5.1 Registered, undergraduate students of the University who are obliged to pay the full Student Contribution Charge for the academic year will be full and equal members of the Union upon payment of the full amount of the charge\*. Full time registered Post Graduate students and full time International students will be full and equal members of the Union subject to payment of their full fees as determined by the University. Current Union Sabbatical Officers will be full and equal members of the Union.

##### **5.1.1 Rights**

To speak and vote at Union General Meetings.

To vote in Students' Union elections and referenda (subject to eligibility in line with the provisions of this constitution and Schedule C).

To seek election at any level (subject to eligibility in line with the provisions of this constitution and Schedule C).

To avail of Union services and facilities subject to third party restrictions.

5.2 Registered students of the University who are obliged to part pay the Student Contribution Charge for the academic year will be full members of the Students' Union upon payment of the designated portion of the charge\*, but cannot seek election for any Union Officer positions.

#### 5.2.1 Rights

To speak and vote at Union General Meetings.

To vote in Students' Union elections and referenda (subject to eligibility in line with the provisions of this constitution and Schedule C).

To avail of Union services and facilities subject to third party restrictions.

*\*Student Contribution Charges covered by SUSI or any other grant or scholarship are deemed to have been paid.*

#### 5.3 **Honorary Membership**

Any person proposed by Union Council and agreed by a General Meeting shall be asked to become an honorary member of the Union. Past members of the Union Executive, and shall be, by right, honorary members of the Union.

#### 5.3.2 Rights

To speak at Union General Meetings.

To avail of Union services and facilities subject to third party restrictions.

### **Article 6 Powers of the Union**

6.1 All powers of the Union derive from the members whose right it is to decide all questions of policy and elect their representatives and Officers in accordance with this Constitution.

6.2 The Union is empowered to own and acquire assets and to create liabilities, subject to the terms of this Constitution.

6.3 The Union shall hold the funds, assets and liabilities of the Union and manage all commercial services or other financial or trading activities on behalf of the members.

6.4 All revenues of the Union, from whatever source arising, shall be the property of the Union and shall be managed in accordance with the law.

6.5 Subject to this Constitution and to the extent to which they are not inconsistent with or contradictory with each other the policies and mandates of the Cork Institute of Technology Students' Union, Munster Technological University Cork Students' Union, Institute of Technology Tralee Students' Union and Munster Technological University Kerry Students' Union immediately prior to the date of

the coming into operation of this Constitution shall continue to be of full force and effect until the same or any of them shall have been repealed or amended by Union Council or shall have been deemed to have lapsed no later than five years after they were originally passed. Where the Council determines that they are contradictory, both policies will fall.

## **Article 7      Structure and Management of the Union**

The structure of the Union shall be based on the democratic principle that every member shall have the fullest possible opportunity to participate in Union affairs. The management of the Union's affairs shall be conducted on four levels:

- 7.1      Referenda
- 7.2      Union General Meetings
- 7.3      Union Council
- 7.4      Union Executive

### **7.1      Referendum**

A referendum may be called on issues relating to education, student experience or Union matters by:

- (i) A General Meeting
- (ii) Union Council
- (iii) A petition signed by 500 Union Members

- 7.1.1 All referenda will be decided by simple majority.
- 7.1.2 A quorum of 10% of the Union membership is required to validate a referendum.
- 7.1.3 Referenda shall be binding on all Union bodies.
- 7.1.4 Referenda shall be held not less than two academic term weeks and not more than four academic term weeks after it has been called.
- 7.1.5 All motions must be communicated to the Union Members at least five working days before the referendum. For constitutional amendments, the original text and the proposed amendment must be communicated to the student body at least five working days before the referendum.

### **7.2      General Meeting**

The Union General Meeting shall be the supreme governing body of the Union subject to the decision of a Referendum.

7.2.1 Union General Meetings may be called by:

- (i) The President
- (ii) Union Executive
- (iii) Union Council
- (iv) A Petition signed by 500 Union Members

7.2.2 The quorum for General Meetings shall be the lesser of 5% of Union Membership or 500 Union members. Meetings shall be quorate. In the event of a successful challenge, proving the meeting is inquorate; all remaining business shall be deemed lost.

7.2.3 Union General Meetings shall be chaired by the President and will be held at least once per semester during the academic year including the Annual General Meeting, which will be held in the second semester.

7.2.4 All General Meetings will be virtual.

7.2.5 At least five working days notice must be given for the holding of a General Meeting.

7.2.6 All General Meetings shall be conducted in accordance with the standing orders in Schedule D; such standing orders may be suspended by a two-thirds majority of those present and eligible to vote.

7.2.7 **Emergency General Meetings** may be called in the same manner as General Meetings save that only one working day is required for notice in the case of an Emergency General Meeting.

7.2.7.1 Emergency General Meetings shall discuss only the business for which it was called, which must be specified in the written request.

### **7.3 Union Council**

The decision and policy making body of the Union will be known as the Union Council ((hereinafter referred to as 'Council') and can only be superseded by a Referendum or a General Meeting.

7.3.1 The membership of the Council shall be made up of:

- (i) Class Representatives
- (ii) Sabbatical Officers of the Union,
- (iii) Part-time Post Graduate Officer
- (iv) Non-Sabbatical Officers

- 7.3.2 The Council will elect a chair from among its number at the last meeting in each academic year to hold office from the following 1<sup>st</sup> June for a period of one year. Any person elected to this position must be a member of the Union during their term in office and may not hold any other position in the Union except as Class Representative or as set out in this Constitution. Should the person elected not be a member of the Union in the year to which they were elected they shall not be eligible to hold position of Chair and a by election to replace them shall be held at the first meeting of the Council in the academic year.
- 7.3.3 The Council shall be governed by the Standing Orders as set out in Schedule D.
- 7.3.4 Council meetings will be virtual or hybrid (hybrid meaning a mix of online and in person meetings). The Union Executive in consultation with Council will decide on the most practical and optimal format.
- 7.3.4 Formal notice of Council meetings together with all documents to be considered at the meeting will be sent to all Class Representatives and Officers no later than five days prior to a meeting.
- 7.3.5 The quorum for Council meetings will be fifty people drawn from among the membership set out at 7.3.1. In the event there is not a quorum present the Chair will call the meeting inquorate and adjourn the meeting.

### **7.3.7 Council Subcommittees and Working Groups**

- 7.3.7.1 There will be subcommittees of Council who will meet to conduct elections of Non-Sabbatical Officers in line with Schedules B and C of this constitution. The quorum for subcommittee of Council shall be the lesser of 10% of subcommittee members or 50 subcommittee members. Meetings shall be quorate. In the event of a successful challenge, proving the meeting is inquorate; all remaining business shall be deemed lost.
- 7.3.7.2 The Council may establish other such committees as it may deem necessary or appropriate to advance the interests of the Union in the formation of policy, to advance its representational role and to provide support and services to its members. The membership and terms of reference of any such Committees will be agreed by Council.

## **7.4 The Union Executive**

The Union Executive ((hereinafter referred to as ‘the Executive’) shall be responsible for the initiation of policy of the Union subject to Council, General Meeting and Referendum. The Council will delegate the day to day running of the Union to the Executive. All Executive Officers shall be required to present a written Officer Report to all Council Meetings. This report is to be made available to any member of the Union who requests it prior to five working days’ notice.

**The Executive shall consist of the following:**

President

Deputy President (Cork Campuses)

Deputy President (Kerry Campuses)

Vice President Education (Cork Campuses)

Vice President Education (Kerry Campuses)

Vice President Equality and Well-Being Officer (Cork Campuses)

Vice President Equality and Well-Being Officer (Kerry Campuses)

Vice President Campus Integration (Cork Campuses)

Post Graduate Officer

7.4.1 Executive meetings will be chaired by the President and will meet at least twice in every calendar month. The quorum of the Executive will be 50% plus one of the members.

7.4.2 It shall organise its business in line with the Standing Orders for the Executive as set out in Schedule D.

7.4.4 Decisions at the Executive will be by simple majority of those present.

7.4.5 Executive Meetings shall be a virtual meeting unless otherwise agreed by the Executive.

**7.4.6 Campus Coordinating Meetings**

Each Deputy President shall convene meetings, to be known as Campus Coordinating Meetings, of Sabbatical and part-time Officers in their constituency, at least three times per semester.

7.4.6.1 Campus Coordinating Meetings will be subcommittees of the Executive.

7.4.6.2 Matters concerning the relevant constituencies shall be discussed and decisions will be made at Campus Coordinating Meeting with due regard to the authority of the Executive.

**7.5 Class Representatives**

Every class in the University in which there are members of the Union shall elect one Class Representative for every twenty members or greater part thereof. Class Representatives shall act as the official representative of that class and shall attend meetings of the Union, including Council, as set out in this Constitution and Schedules, and within the University as appropriate to the Class, Course, Department, School or Faculty to which they belong. Class Representatives will be responsible for raising issues on behalf of, and giving regular feedback to, their classmates.



7.5.1 Class Representatives shall be required to:

- (i) Undergo training.
- (ii) Represent the views of their classmates.
- (iii) Be a member of the class in which they represent.
- (iv) Serve as a liaison between the Union and their class.
- (v) Once elected, register their details with the Students' Union.
- (vi) Convene a class meeting at least once a month during term time.
- (vii) Inform Council or a member of the Executive about issues affecting their class, which cannot be resolved by the Class Representative.
- (viii) Keep their class informed of all the proceedings of Council including any special requests that have been issued by Council or the Executive.
- (ix) Be a member of Programme/Course Boards for their course.

## 7.6 Policy

All policies except operational policies of the Union shall lapse after a period of five years, unless that policy is re-affirmed. All operational policies shall remain in place unless revoked or amended. Operational policies means any policies adopted concerning the management and operations of the Union including, but not limited to, employment, financial management, communications and data privacy.

## Article 8 Officers of the Union

Officers of the Union shall carry out functions as set out in this Constitution and Schedules. These powers and functions relate to the entire membership and/or to particular constituencies from which the Officers are elected.

8.1 There shall be Sabbatical, Part-Time and Non-Sabbatical Officers of the Union:

8.1.1 Sabbatical Officers

President

Deputy President (Cork Campuses)

Deputy President (Kerry Campuses)

Vice President Education (Cork Campuses)

Vice President Education (Kerry Campuses)

Equality and Well-Being Officer (Cork Campuses)

Equality and Well-Being Officer (Kerry Campuses)

Vice President Campus Integration (Cork Campuses)

8.1.2 Part Time Officer - Post Graduate Officer

8.1.3 Non-Sabbatical Officers as set out in Schedule A

## **8.2 Sabbatical Officers of the Union**

Sabbatical Officers will be members of the Executive and Council.

8.2.1 Sabbatical Officers, other than the President, shall be elected by the Union members in the relevant constituency.

8.2.2 In the temporary absence of the President, the Deputy Presidents shall function as a joint presidency and agree amongst themselves who will be responsible for issues that require attention until the return of the President. In the event of the temporary absence or incapacity of any other Sabbatical Officer, the Executive shall delegate the responsibilities of that office, as appropriate, among the other Sabbatical Officers.

8.2.3 In the event of the permanent incapacity, resignation, removal from office of any Sabbatical Officer prior to December 31<sup>st</sup> of any year a by-election to fill the position shall be held. In the transitional period, article 8.2.2 will apply.

8.2.4 Should a position become vacant after December 31<sup>st</sup>, article 8.2.2 will apply except where the Council decides that a by-election should be held.

8.2.5 Except as set out in 8.2.2 no person shall hold more than one Union officer position at the same time.

8.2.6 The removal from office of a Sabbatical Officer, other than the President, must be passed by Referendum in the relevant constituency or constituencies in line with Article 7 and Schedule C.

## **8.3 The President**

There shall be a President of the Union who shall exercise and perform the powers and functions conferred on the President by this Constitution and any additional functions, duties or responsibilities conferred by the Council.

8.3.1 All members of the Union shall be eligible to vote in the election, of the President in accordance with Article 5 of this Constitution and Schedule C. All members, in accordance with Article 5.1, shall be eligible to seek election for the position to President.

8.3.2 The President shall be the chief spokesperson for the Union representing all members and shall have five main areas of responsibility: representation, finance, organisation, guidance of Union Officers and delegation of activities to Officers of the Union subject to this constitution and Union Council.

- 8.3.3 The President shall convene Executive meeting and be responsible for keeping proper documentation and records including agenda and minutes.
- 8.3.4 They shall have specific responsibility for liaison and integration of all campuses.
- 8.3.5 The President shall have the right of attendance and address at all meetings established within the terms of this Constitution.
- 8.3.6 The removal from office of the President must be passed by Referendum in line with Article 7. All members of the Union shall be eligible to vote in accordance with Article 5 of this Constitution and Schedule C.

#### **8.4 Deputy Presidents**

There shall be two Deputy Presidents:

Deputy President (Cork Campuses)

Deputy President (Kerry Campuses)

The Deputy Presidents shall exercise and perform the powers and functions conferred on the Deputy Presidents by this Constitution and Schedules and any additional functions, duties or responsibilities conferred by the Council.

- 8.4.1 The Deputy President (Cork Campuses) will be elected by Union members registered on a Cork Campus in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Cork Campus and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.
- 8.4.2 The Deputy President (Kerry Campuses) will be elected by Union members registered on a Kerry Campus in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Kerry Campus and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.
- 8.4.3 The Deputy Presidents shall co-ordinate the Union activities on their respective campuses and shall jointly be responsible for protecting and promoting the democratic structure of the Union.
- 8.4.4 The Deputy Presidents will be members of committees and boards that are relevant to their constituencies and additional committees as stated in this Constitution or as directed by the Executive or Council.
- 8.4.5 The Deputy Presidents shall jointly be responsible for the recruitment, training and development of Class Representatives.
- 8.4.6 They shall be jointly responsible for the co-ordination of General Meetings and Union Council Meetings and for keeping proper documentation and records including agenda and minutes.

8.4.7 Each Deputy President shall convene Campus Co-Coordinating Meetings, for their respective constituencies and be responsible for keeping proper documentation and records including agenda and minutes.

8.4.8 Each Deputy President shall be responsible for the co-ordination of the elections of Non-Sabbatical Officers in their respective constituencies in accordance with Schedule A of this Constitution.

## **8.5 Vice Presidents Education**

There shall be two Vice Presidents Education:

Vice President Education (Cork Campuses)

Vice President Education (Kerry Campuses)

The Vice Presidents Education shall exercise and perform the powers and functions conferred on the Vice Presidents Education by this Constitution and Schedules and any additional functions, duties or responsibilities conferred by the Council.

8.5.1 The Vice President Education (Cork Campuses) will be elected by Union members registered on a Cork Campus in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Cork Campus and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.

8.5.2 The Vice President Education (Kerry Campuses) will be elected by Union members registered on a Kerry Campus in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Kerry Campus and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.

8.5.3 They will be members of committees and boards that are relevant to their constituencies and additional committees as stated in this Constitution or as directed by the Executive or Council.

8.5.4 They will seek a high standard and quality of education for Union members including the proper and fair delivery of modules, assessments and exams.

8.5.4 They will undertake such research as shall contribute to the development of educational policy locally and nationally.

8.5.6 They shall be responsible for the provision of information on academic matters and grants on their respective constituencies.

8.5.7 They shall be responsible for meeting with and representing individual members of their respective constituencies in so far as practicable.

## **8.6. Vice Presidents Well-Being and Equality**

There shall be two Vice Presidents Well-Being and Equality:

Vice President Well-Being and Equality (Cork Campuses)

Vice President Well-Being and Equality (Kerry Campuses)

The Vice Presidents Well-Being and Equality shall exercise and perform the powers and functions conferred on the Vice Presidents Well-Being and Equality by this Constitution and Schedules and any additional functions, duties or responsibilities conferred by the Council.

8.6.1 The Vice President Well-Being and Equality (Cork Campuses) will be elected by Union members registered on a Cork Campus in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Cork Campus and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.

8.6.2 The Vice President Well-Being and Equality (Kerry Campuses) will be elected by Union members registered on a Kerry Campus in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Kerry Campus and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.

8.6.3 They will be members of committees and boards that are relevant to their constituencies and additional committees as stated in this Constitution or as directed by the Executive or Council.

8.6.4 They shall be familiar with well-being matters that concern members, and shall represent their interests in matters relating to their well-being

8.6.4 They shall assist with well-being related casework in their respective constituencies, by providing a referral service to relevant University or external services

8.6.6 They shall be responsible for raising awareness of internal and external facilities and resources that may be of use, benefit or interest to students.

8.6.7 They shall be the chief coordinators of well-being and equality related campaigns and events in their respective constituencies, throughout their term in office. Where practicable, they will deliver concurrent campaigns and joint events.

## **8.7 Vice President Campus Integration**

The Vice President Campus Integration shall exercise and perform the powers and functions conferred on the Vice President Campus Integration by this Constitution and Schedules and any additional functions, duties or responsibilities conferred by the Council.

- 8.7.1 The Vice President Campus Integration will be elected by Union members registered at the National Maritime College of Ireland (NMCI), Cork School of Music (CSM) and Crawford College of Art and Design (CCAD) in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Cork Campus and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.
- 8.7.2 Support students in their constituency with well-being and education related casework by providing a referral service to relevant University service, external services or Sabbatical Officer.
- 8.7.3 Will be responsible for raising awareness of internal and external facilities and resources that may be of use, benefit or interest to students in their constituency.
- 8.7.4 Support the delivery of well-being, equality and education campaigns in their constituency in conjunction with the other Sabbatical Officers.
- 8.7.5 Support the Deputy President (Cork Campuses) in the recruitment, training and management of Class Representatives in their constituency.
- 8.7.6 They shall be members of committees and boards that are relevant to their constituencies and additional committees as stated in this constitution or as directed by the Executive or Council.
- 8.7.7 They shall be jointly responsible for the co-ordination of Council subcommittees in their constituency and for keeping proper documentation and records including agenda and minutes.
- 8.7.8 They shall support the election process of the Non-Sabbatical Officers of their constituency in accordance with Schedule B.
- 8.7.9 They shall also liaise with students on any other Cork based off-site campus.

## **8.8 Part Time Officer - Post Graduate Officer**

The Post Graduate Officer shall exercise and perform the powers and functions conferred on the Post Graduate Officer by this Constitution and Schedules and any additional functions, duties or responsibilities conferred by the Council.

- 8.8.1 The Post Graduate Officer will be elected by Union members registered on Level 9 course or higher and in accordance with Article 5 of the Constitution and Schedule C. Union members registered on a Research Level 9 course or higher and in accordance with Article 5.1 of this Constitution and Schedule C, shall be eligible to seek election for the position.
- 8.8.2 The Postgraduate Officer shall be a member of the University Governing Body and Academic Council
- 8.8.3 The removal from office of the Post Graduate Officer must be passed by Referendum in line with Article 7 and voting eligibility will include Union members registered on Level 9 course or higher and in accordance with Article 5 of the Constitution and Schedule C.

## **8.9 Terms of Office**

All Officers will be elected to a term of one year from June 1<sup>st</sup> to May 31<sup>st</sup>. No individual shall serve for:

- (i) more than four terms in any combination of Sabbatical positions with a limit of three terms in any combination of campus constituency-based positions and two years in any one Sabbatical position.
- (ii) in any Non-Sabbatical Officer position having previously served as a Sabbatical Officer.
- (iii) in another Sabbatical role having previously served as the President of the Union

Any terms served as Officers of the two former Institute/University Unions prior to the coming into being of this Constitution shall be included for the calculation of the above.

## **Article 9 Electoral and Constitutional Advisory Board**

The Union will establish an Electoral and Constitutional Advisory Board to advise on proposed Constitutional or Schedule changes or amendments, to support the operations of Executive elections, referendums or other ballots where necessary, and to advise on the Schedules and procedural details relating to elections.

- 9.1 Its membership shall consist of three independent members none of whom are, or have been, an Officer or an employee of the Union for a period of at least five academic years prior to their appointment. The members will be appointed by the Council to serve for a three-year term at the end of which Council may reconfirm their appointment.
- 9.2 Collectively, the members, where practicable, should include expertise or a robust knowledge in the following areas: law, Students' Union or Political Systems, elections, human resources.
- 9.3 Unless stated otherwise in this Constitution, matters can be referred to the board by Council, the Returning Officer or the Executive.
- 9.4 Members will undertake due diligence when formulating an opinion including research and interviews.
- 9.5 Findings and recommendations of the board in relation to proposed amendments to the Constitution or Schedules will be presented at Council.
- 9.6 The Returning Officer will make final decisions in relation to the operations of elections having taken due consideration of the advice of the board.

## **Article 10 Nominations to University Boards and Committees**

- 10.1 Nominations, to all University meetings/committees and other roles, except as detailed in article 10.2

and article 10.3, shall be made by the Executive, and the Union Council shall be notified of such nominations. Efforts shall be made to include the perspectives of all members to ensure as diverse a range of viewpoints as possible.

- 10.2 The President and Post-Graduate Officer shall be members of the Governing Body. A third position on the Governing Body shall be filled by the Deputy President from the Campus in which the President was not a student immediately prior to their being elected.
- 10.3 The President, the Postgraduate Officer, the two Deputy Presidents, the two Vice Presidents Education and the Vice President Campus Integration shall be the Union nominees to the Academic Council. Additional Academic Council members will be made in line with Article 10.1.
- 10.4 Representatives to all meetings of or with the University must recognise that they are the representatives of the members.
- 10.5 Representatives to all meetings of or with the University must operate within the terms of confidentiality required by any such University body and they must adhere to the Constitution and policies of the Union.

#### **Article 11    Autonomy:**

The Union is an autonomous organisation and shall not be affiliated to any organisation whose conditions of membership may affect the autonomy of the Union.

- 11.1 The Union affirms its support to the ideal of co-operation among organisations whose aims and objectives are broadly similar to those of the Unions, in matters relating to higher education, training and the advancement of knowledge and other policies/actions as decided by the Council from time to time.
- 11.2 The power of the Union in connection with its external relations shall normally be exercised by the Executive, which shall inform the Council on relevant matters arising from any such co-operation except in the case of USI membership in line with Article 11.4.
- 11.3 No policy of an external organisation, even where the Union is a member, shall be part of the policy of the Union, save as may be determined by the Council in accordance with this Constitution.
- 11.4 Union Affiliation to the Union of Students in Ireland and associated levies shall ordinarily be decided by referendum in line with Article 7.1
- 11.4.1 If the Union is affiliated to the Union of Students' in Ireland, a policy regarding engagement including attendees at National Council, reporting and delegates to Congress will be presented to Council for adoption. This policy will be formulated with due consideration to service delivery and financial resources.



## Article 12 Finance

- 12.1 The Sabbatical Officers shall be responsible for the allocation and control of all Union funds in consultation with the Union General Manager (The Union General Manager being a salaried employee) in compliance with Union policy as per Article 12.10. They must be willing to collectively account for their decisions to the membership.
- 12.2 The Union General Manager shall be responsible to the Union for the keeping of accounts and shall exercise supervision over all Union finances.
- 12.3 The financial year shall run from the 1<sup>st</sup> June to 31<sup>st</sup> May annually.
- 12.4 The Union through the President and the Union General Manager shall incur contractual obligations on behalf of the Union in pursuance of the aims and objectives of Union policy.
- 12.5 The accounts of the Union shall be audited by a qualified external auditor who shall be appointed at the AGM.
- 12.6 The Union shall hold bank accounts in the name of the Union. Payments shall be ordinarily authorised by the Union General Manager and one of the following officers:  
The President  
Deputy President (Cork campus)  
Deputy President (Kerry Campus)
- 12.6.1 In event of the temporary and unforeseen absence of the General Manager, a senior member of the Students' Union Staff may authorise payments on behalf of the General Manager. The General Manager will appoint this person. In the event that the General Manager is incapacitated, the Executive may appoint this person.
- 12.6.2 In the event that there is deadlock with regard to expenditure decisions, the matter can be referred to a quorate Council and the decision of Council, once within the confines of the law and regulatory compliance, is final. The Executive, Officers of the Union and the General Manager may address Council on the matter.
- 12.7 The Union General Manager shall be responsible for the operation of the Union's various accounts subject to the direction of the Executive. The Union General Manager shall present financial reports to the Executive on a regular basis.
- 12.8 The Union accepts no responsibility for overdrafts or debts incurred by clubs, societies or individuals connected with or associated with the Union.
- 12.9 The Union General Manager shall be responsible for the preparation of annual accounts relating to the Students' Union activities including supporting notes to the accounts as well as comparative figures from the previous sessions accounts, to be presented at the AGM.

- 12.10 The Union General Manager in consultation with the Executive shall present to Council a schedule of Union procedures and controls to be adopted as policy, in accordance with schedule 7.6, the purpose of which is to protect the assets of the Union and ensure accountability.
- 12.11 The Union in so far as practical shall make financial provisions to ensure continuity of service in future years.

### **Article 13 Indemnity**

Every officer, appointee or member of staff of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which they may sustain or incur in or about the execution of their office or otherwise in relation thereto. No officer, appointee or member of staff shall be liable for any loss, damage or misfortune, which may happen to or be incurred by the Union in the execution of the duties of their office or in relation thereto. Provided that nothing in this clause shall affect their liability for the consequences of any negligent or fraudulent act on their part.

### **Article 14 Amendments to the Constitution (Excluding the Schedules)**

This Constitution may be amended, whether by way of variation, addition, or deletion in a manner provided for by this article.

- 14.1 Article 13 may be activated by way of a petition moved by any one of the following:  
Not less than two percent of the membership of the Union  
25% of the membership of the Union Council  
The Executive following a majority vote
- 14.2 Such a petition must be presented to the Council where it must receive the support of fifty members to proceed.
- 14.3 Following an approval of the petition by the Council, the Chairperson shall forward the petition to the Electoral and Constitutional Advisory Board to consider implications of the proposed amendment. The Electoral and Constitutional Advisory Board shall report to the Chairperson within a period set by the Council.
- 14.5 The Council, having considered the report of the Electoral and Constitutional Advisory Board, shall decide as to whether it should be progressed by bringing forward a 'Motion to Amend the Constitution'.
- 14.6 The Chairperson shall cause the motion to be submitted to a vote of the Council, where it must receive the support of 50% plus one of those in attendance at a quorate meeting of the Council if it is to be put

to a referendum.

- 14.7 A referendum shall take place no later than one calendar month from the decision of the Council to put a matter to a referendum in accordance with the provisions set out in Article 7.1.1 to 7.1.5 (inclusive) and Schedule C of this Constitution.

## **Article 15 Schedules of the Constitution**

Schedules shall be understood to be supporting detail to the articles of this Constitution and shall be as binding on the operations of the Union except where;

- I. a Schedule is in contradiction with an Article, the Article will always take precedence over the Schedule, and
- II. nothing contained in any Schedule is in breach of the laws of Ireland or is prejudicial to good governance of the Union, under the terms of this Constitution.

### **15.1 Amendments to the Schedules**

Schedules may be added to, amended or deleted from the Constitution by way of a petition moved by any one of the following;

Not less than two percent of the membership of the Union

25% of the membership of the Union Council

The Executive following a majority vote

15.1.1 Such petition must be brought before the Council, where it must receive the support of fifty percent plus one of those in attendance at a quorate meeting of the Council to proceed.

15.1.2 The Electoral and Constitutional Advisory Board shall be requested to report to the Council on the constitutionality of any proposed new or amended schedules.

15.1.3 The Chairperson shall cause the report of the Electoral and Constitutional Advisory Board to be submitted to a vote of the Council, where if it receive the support of 50% plus one of those in attendance at a quorate meeting of the Council, the schedule(s) concerned shall stand amended.

15.1.4 The adopted motion will then be brought to the attention of the members by being posted on the Union website within seven days of its being adopted by the Council. Where 5% of the membership object in writing to the motion within 28 days it will then be put to the membership by referendum in the same manner as a provided for in Articles 13 and 7, otherwise the amendment, as adopted by the Council, shall stand.

## **Article 16 Interpretation**

Council or Union Officers shall have the right to seek an interpretation or review by the Electoral and Constitutional Advisory Board on any matter relating to the interpretation of the Constitution and its Schedules. Such applicants, however, must show good cause and standing, in order to either initiate or be party to any interpretation or review. Having considered the view of the Electoral and Constitutional Advisory Board, Council will have to make the final decision regarding interpretation.

## **Article 17 Review of this Constitution**

17.1 The Constitution will be reviewed every five years.

17.2 The Review shall seek the opinions of students, Council, the Returning Officer and the Electoral and Constitutional Advisory Board, in looking at the effectiveness of the Union in its operation with a view to proposing any amendments deemed necessary to be put to a Referendum to enhance the efficiency and effectiveness of the Union.

17.3 Such proposed amendments shall then be referred to Council to be considered within the terms of Articles 14 and 15 of this Constitution as appropriate.

## **SCHEDULE A – Terms of Employment and Code of Conduct for Executive Officers**

### **General information**

Executive Officers are answerable to the Union Executive, Union Council and ultimately all Union members.

#### **1. Terms of Office and Salary**

Sabbatical Officers commence their paid full-time role at the Union on 1st June (excepting those who may commence their role following a by-election) and their terms shall run until 31st May. Sabbatical Officers are paid in line with the following:

- President- point 1 of Grade IV
- All other Sabbatical Officers – point 5 of Grade III (new entrants)

The Post Graduate Officer commences their role at the Union on 1st June (excepting those who may commence their role following a by-election) and their terms shall run until 31st May. The Post Graduate Officer will be paid for five hours per week 1<sup>st</sup> September to 31<sup>st</sup> May during their term in line with point 1 of Grade IV (pro rata).

#### **2. Working hours and location**

The salaries of the Sabbatical Officers reflect a 39-hour working week (excluding lunch breaks). Working times will vary but Sabbatical Officers are normally expected to be in their normal place of work between 9am – 5.30pm every weekday.

Sabbatical Officers may sometimes need to work later hours and at weekends in order to meet the needs of the role. Some flexibility regarding the ‘working week’ is therefore acceptable in order to meet the required hours of work, by prior agreement with the other Sabbatical Officers and the General Manager.

The normal place of work for the Sabbatical Officers will be the Union’s Offices except for the Vice President Campus Integration.

The normal place of work for the Vice President Campus Integration will be the Cork campuses including NMCI, CSM, CCAD and the Bishopstown Campus. To ensure equity of service delivery and representation for students studying on the NMCI, CSM and CCAD campuses, a consistent schedule for the Vice President Campus Integration must be agreed with the Executive and the General Manager at the beginning of each year. Changes to this schedule will only be permitted in limited circumstances.

For Sabbatical Officers, limited and necessary remote working is permissible by prior agreement with the Executive and the General Manager.

The salary of the Post Graduate Officer reflects a five-hour working week from September to May. Flexibility regarding the 'working week' is acceptable in order to meet the required hours of work and in line with meeting schedules that the Post Graduate Officer is obliged to attend, and these arrangements will be made by prior agreement with the other Sabbatical Officers and the General Manager.

The Post Graduate Officer will be expected to be present at any in person meetings or events they are obliged to attend and otherwise work remotely.

### 3 Annual Leave / Sick Leave

Sabbatical Officers are entitled to 22 days annual leave (pro rata) which must be agreed in advance with the Sabbatical Officers and the appropriate holiday booking procedure is completed. Sabbatical Officers must submit annual leave requests on the appropriate form to the General Manager. This allowance is in addition to official statutory holidays but is inclusive of any compulsory closure of the Union offices over the Christmas/Easter period. Annual leave must be taken before the end of tenure of the Sabbatical Officer.

The Post Graduate Officer is entitled to pro rata annual leave, which must be taken between September and June of their term.

Sick leave entitlements will be in line with Administration Staff of the University (pro rata).

### **Induction and Training**

4. Executive Officers are expected to participate fully in induction programmes and undertake such advance reading as necessary.

5. Various formal training courses will be arranged/booked as part of the induction and/or during the year, and Executive Officers are expected to attend and fully participate in these.

6. Training courses may be generic or more specific skills-related courses specific to an individual's needs, to enable each Executive Officer to be fully effective in their role.

7. Executive Officers will also be expected to undertake on-going desktop research and reading as necessary for their roles (e.g. Sabbatical Officers will need to be fully conversant with the University's Policies and Regulations.)

8. Executive Officers will also be expected to be fully conversant with the Union's Constitution and the Schedules.

### **Timekeeping and absence from work**

9. If the Sabbatical Officers are not in a position to be in work by the agreed time, they should inform the Union Administration Assistants by 9am on that day.

10. The Sabbatical Officers must use shared calendars in an open and transparent manner- i.e. the purpose of the calendar item must be stated e.g. Academic Council, Safety Committee or student appointment.
11. Executive officers must complete paperwork for annual leave and sick leave in a timely manner.
12. In the event of unauthorised absenteeism (for instance, outside of authorised annual leave or medically certified absenteeism), the equivalent pay will be deducted from the Executive Officer's salary.

### **Performance**

13. Executive Officers shall ensure students queries are responded to in a timely fashion.
14. Executive Officers shall ensure students are always given accurate information by consulting with other Executive Officers, Union and University staff or outside agencies.
15. Executive Officers shall ensure office space is maintained as a professional place and kept in a tidy and orderly fashion.
16. Executive Officers shall complete Officer Reports detailing all activities carried out with reference to their monthly work-plan and their objectives, including a progress report.
17. Executive Officers shall ensure to attend formal performance review meetings with the Executive on request. These meetings will cover attendance and leave taken. An action plan for the next month will be agreed at this meeting. If under-performance is identified in any area, then additional actions may be required to correct this and/or ensure that targets are met. For instance, further training may be necessary. The General Manager may be invited to attend in an advisory capacity.

### **Attendance at meetings**

18. Executive Officers shall attend formal University meetings (e.g. Governing Body, Academic Council etc.) as required by the Constitution and the University and agreed during the induction period.
19. Executive Officers shall attend meetings as required by the Constitution and other meetings as directed by Council or the Executive.
20. Executive Officers will read all relevant documentation in advance of Union or University meeting including but not limited to the minutes, and ensure that they are fully conversant with all agenda items with the exception of unknown 'Any Other Business' items.
21. Executive Officers shall send timely apologies to the relevant member of Union or University staff if absence from a meeting is unavoidable.
22. Executive Officers, where practicable, shall ensure that the entire Executive are kept aware of any contact with senior members of University staff, outside formal Institute meetings. This is to ensure that the Union

presents a co-ordinated approach to the University and that the Union is seen to be working in a co-ordinated and professional manner.

23. Executive Officers will attend formal and regular Executive Meetings to ensure sharing of information and project plans going forward. A schedule of meetings to be proposed by the President and agreed by all Executive Officers. The President will share this information with the Union staff when necessary.

### **Conduct**

24. Executive Officers shall familiarise themselves with and adhere to the following:

The Union Constitution and Schedules

The Union Employee Handbook

Union financial procedures

Relevant Union policies and procedures, e.g. reporting sick leave, advance authorisation for annual leave etc. In these instances, the General Manager is the primary Line Manager for all Sabbatical Officers.

24. Executive Officers shall behave in a professional manner at all times when representing the Union or the University whether at a formal meeting, training session, formal ceremony or attending a social event. The reputation of the Union must be upheld and protected on all occasions. Failure to do so may lead to exclusion from attendance at subsequent events.

26. Executive Officers shall act at all times with integrity, honesty and fairness and always respect confidentiality.

27. Executive Officers shall treat students, Executive members, Union staff and Institute Staff with respect at all times.

28. Executive Officers shall not use their role title, the Union logo, Union premises and equipment, for any purpose other than legitimate Union business.

29. Executive Officers shall not do anything which damages the reputation of the Union or the University.



## **Schedule B - Non-Sabbatical Officers and Special Interest Representative**

### **General**

1. Non-Sabbatical Officers will work in conjunction with the President and Sabbatical Officers in their constituency where they will assist in developing Union and University policies and services for members.
2. They shall be elected and removed from Office by relevant subcommittees of Council as per Article 7.3.7.1 of the constitution and as denoted in this Schedule.

### **3. NMCI Officer**

The NMCI (National Maritime College Ireland) Officer shall communicate and liaise with students on the NMCI Campus and report on findings to the Union Executive, and where appropriate to Council, through the Vice President Campus Integration.

The NMCI Officer is elected to enhance the student experience on the NMCI Campus.

The NMCI Officer will assist in the implementation and promotion of Union activities and Campaigns for students on the NMCI campus.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of NMCI elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Cork Campuses) and the Vice President Campus Integration.

### **4. CCAD Officer**

The CCAD (Crawford College of Art and Design) Officer shall communicate and liaise with students at the Crawford College of Art and Design (CCAD) Campus and report on findings to the Union Executive, and where appropriate to Council, through the Vice President Campus Integration.

The CCAD Officer is elected to enhance the student experience on the CCAD Campus.

The CCAD Officer will assist in the implementation and promotion of Union activities and Campaigns for students on the CCAD campus.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of CCAD elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Cork Campuses) and the Vice President Campus Integration.

## **5. Cork School of Music Officer**

The CSM (Cork School of Music Officer) shall communicate and liaise with students at the CSM Campus and report on findings to the Union Executive, and where appropriate to the Council, through the Vice President Campus Integration.

The CSM Officer is elected to enhance the student experience on the CSM Campus.

The CSM Officer will assist in the implementation and promotion of Union activities and Campaigns for students on the CSM campus.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of CSM elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Cork Campuses) and the Vice President Campus Integration.

## **6. Student Life Officer (Cork Campuses)**

The Student Life Officer (Cork Campuses) will promote participation in Societies, Arts, and volunteering opportunities.

They will assist in the promotion of MTU Cork based social and arts events to increase turnout and students participation in activities.

They shall liaise with the Societies and Arts Office personnel to provide student feedback on events and activities.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of Cork Campuses elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Cork), The Vice President Education (Cork Campuses), the Equality and Well-Being Officer (Cork Campuses) and the Vice President Campus Integration.

## **7. Sports Promotion Officer (Cork Campuses)**

The Sports Promotion Officer (Cork Campuses) will support the promotion of club and recreational sports at MTU Cork campuses with a view to enhancing student engagement with sports and general well-being.

They shall support the promotion of MTU Cork sporting events to increase supporter turnout.

They shall liaise with the sports personnel to provide student feedback on events and activities.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of Cork Campuses elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Cork Campuses), The Vice President Education (Cork Campuses), the Equality and Well-Being Officer (Cork Campuses) and the Vice President Campus Integration.

#### **8. The Societies Officer (Kerry Campuses)**

The Societies Officer (Kerry Campuses) will promote participation in Societies.

They will assist in the promotion of MTU Kerry based social and arts events to increase turnout and students participation in activities.

They shall liaise with the Societies Office personnel to provide student feedback on events and activities.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of Kerry Campuses elected in accordance with Article 7.5 of this Constitution, Chairpersons of Societies based on Kerry Campuses, the President, the Deputy President (Kerry Campuses), The Vice President Education (Kerry Campuses), the Equality and Well-Being Officer (Kerry Campuses).

#### **9. The Sports Officer (Kerry Campuses)**

The Sports Officer (Kerry Campuses) will support the promotion of club and recreational sports at MTU Kerry campuses with a view to enhancing student engagement with sports and general well-being.

They shall support the promotion of MTU Kerry sporting events to increase supporter turnout.

They shall liaise with the sports personnel to provide student feedback on events and activities.

The Sports Officer shall communicate the relevant Union policy to the clubs operating in the college.

The Sports Officer shall promote health and recreational sport related activities and campaigns in conjunction with the Equality and Well-Being Officer.

They shall be elected at a meeting of Kerry Sports Club Captains.

#### **10. The Equality, Diversity and Inclusion Officer (Kerry Campuses)**

The Equality, Diversity and Inclusion Officer (Kerry Campuses) shall have responsibility for running campaigns in relation to issues of discrimination on the grounds of age, disability, family status, gender

identity, marital status, membership of the Traveller Community, nationality, race, religion, sexual orientation, and/or socio economic circumstance in conjunction with the Equality and Well-Being Officer (Kerry Campuses).

The Equality, Diversity and Inclusion Officer shall have responsibility for running events and campaigns relating to citizenship in areas such as the environment and civic, social and political participation, with particular emphasis on voter registration; working with community and voluntary groups etc. in conjunction with the Equality and Well-Being Officer (Kerry Campuses).

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of Kerry Campuses elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Kerry Campuses), The Vice President Education (Kerry Campuses), the Equality and Well-Being Officer (Kerry Campuses).

#### **11. The Mature Student Officer (Kerry Campuses)**

The Mature Students Officer (Kerry Campuses) shall be a mature student upon registration of MTU Kerry.

The Mature Student Officer (Kerry Campuses) is elected to represent and promote the views and interests of mature students and student parents.

The Mature Students Officer shall work with both the Equality, Inclusion and Diversity Officer (Kerry Campuses), the Vice President Well-Being and Equality (Kerry Campuses) and the Vice President Education (Kerry Campuses) to represent the interests and concerns of the mature students on the Kerry campuses.

The Mature Students Officer (Kerry Campuses) shall help with the organisation and implementation of any campaigns affecting mature students.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of Kerry Campuses elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Kerry), The Vice President Education (Kerry), the Equality and Well-Being Officer (Kerry).

#### **12. On-Campus Events Officer (Kerry Campuses)**

The On-Campus Events Officer (Kerry Campuses) shall assist in the co-ordination of on campus entertainment activities subject to the approval of the Sabbatical Officers and Union Staff.

The On-Campus Events Officer (Kerry Campuses) shall observe the University's alcohol policy when promoting events/functions.

They shall be elected at a subcommittee of Council whose membership shall include Class Representatives of Kerry Campuses elected in accordance with Article 7.5 of this Constitution, the President, the Deputy President (Kerry Campuses), The Vice President Education (Kerry Campuses), the Equality and Well-Being Officer (Kerry Campuses).

### **13. Special Interest Representative**

Council shall have the authority to approve Special Interest positions on a year-by-year basis whose role it will be to support Union policy development, support special interest campaigns and, where appropriate and with the approval of the Executive, to represent the Union on committees or working groups. Special Interest Representatives will be appointed by election at Council or through the relevant Council Subcommittee. If requested by the Executive, such positions or appointments may be referred to a General Meeting for final approval.

### **14. Code of Conduct for Non-Sabbatical Officers and Special Interest representatives**

All Non-Sabbatical Officers and Special Interest Representatives:

- (i) Shall participate fully in induction and training programmes provided
- (ii) Shall ensure students queries are responded to in a timely fashion.
- (iii) Shall ensure students are always given accurate information by consulting with Executive Officers, Union and University staff or outside agencies.
- (iv) Shall attend Union meetings and other meetings as required by the Constitution.
- (v) Shall read all relevant documentation in advance of Union or University meetings including but not limited to the minutes, and ensure that they are fully conversant with all agenda items with the exception of unknown 'Any Other Business' items.
- (vi) Shall send timely apologies to the relevant member of Union or University staff if absence from a meeting is unavoidable.
- (vii) Shall familiarise themselves with and adhere to the following:
  - The Union Constitution and Schedules
  - Union financial procedures
  - Relevant Union policies and procedures
- (viii) Shall behave in a professional manner at all times when representing the Union or the University whether at a formal meeting, training session, formal ceremony or attending a social event. The

reputation of the Union must be upheld and protected on all occasions. Failure to do so may lead to exclusion from attendance at subsequent events.

- (ix) Shall act at all times with integrity, honesty and fairness and always respect confidentiality.
- (x) Shall treat students, Union Officers, Union staff and University Staff with respect at all times.
- (xi) Shall not use their role title, the Union logo, Union premises and equipment, for any purpose other than legitimate Union business.
- (xii) Shall not do anything which damages the reputation of the Union or the University.

#### **15. Removal from Office of a Non-Sabbatical Officer or Special Interest Representative**

Removal from Office of a Non-Sabbatical Officer or Special Interest Representative must be endorsed by a two thirds majority of quorate Council or Council Subcommittee through which the Officer or Representative was originally elected. The Officer or Representative will be given a fair opportunity to defend their position.

## **SCHEDULE C – Union Executive Elections and Referenda**

### **General:**

1. A Returning Officer, who shall not be a member of the student body, shall be appointed by the Union Executive. The Returning Officer shall be responsible for the good conduct of Executive (General) Elections and Referenda.
2. A Deputy Returning Officer, who shall not be a member of the student body, shall be appointed by the Union Executive to support the Returning Officer in the execution of their role.
3. The election of the Union Executive will take place in the second term of the academic year.
4. The dates of all elections and a copy of the election regulations must be distributed to all members at least 25 days before the election.
5. It will be the responsibility of all the outgoing Executive Officers if requested, to make themselves available to all candidates for information purposes.

### **Nominations:**

6. Candidates for Executive posts must be nominated by 40 Union members. As well as signing the nomination form the nominators must also print their names and University ID numbers on the nomination form.
7. The official nomination papers must contain, as well as the required number of nominees, the candidates name as recognised with the University, their University identity number, course and the name of the candidate's agent/campaign manager (if any).
8. The voting for all positions will open no earlier than seven days after close of nominations.
9. Nomination forms signed by the candidates shall be returned to the Returning Officer, or a stated designated person(s), no later than 5.00 pm on the day of close of nominations.
10. Candidacy will be invalidated on the basis of tampering or defacement of the official nomination form.
11. For Executive positions, a candidate must not be restricted from employment in Ireland.
12. The decision on valid candidacy is at the discretion of the Returning Officer and their decision is final.

**Canvassing:**

13. All candidates are expected to treat all other candidates with dignity and respect and abide by basic rules of fair play.

14. Where an election is in progress under this constitution the Returning Officer may at their discretion make such regulations as may be appropriate to govern the canvassing or other activities of candidates, or their agents, in seeking election.

15. All physical electioneering material except pamphlets must be confined to campus grounds. All canvassing must be carried out in keeping with the laws and regulations of both the Institute and the state.

16. Canvassing will only commence after close of nominations and will finish at close of voting.

**Hustings:**

17. All official hustings or public debates with or between candidates or interested parties in an election must be convened by independent chairpersons.

18. Candidates shall hust in alphabetical order and shall sum up in reverse alphabetical order.

19. Candidates shall have equal time for their main speeches and not less than a third of that time for summing up.

20. Points of information will not be allowed. Points of order may only be made by the candidates and will only be related to the running of hustings.

21. Questions from the floor will be subject to inspection by the Returning Officer and/or the Chairperson.

22. Parliamentary language must be observed at all times during hustings.

**Voting:**

23. The system of voting shall be proportional representation with the single transferable vote, as operated under the various Electoral Acts of Ireland.

24. Votes will be cast in sealed ballot boxes and/or using a secure online system.

25. Voting slips will bear the name of each candidate alphabetically and the office being contested.

26. The Returning Officer shall publicise the arrangements for polling station(s) and/or online voting, and shall make arrangements whereby provision is made for all eligible members of the Union to vote in advance of Polling Day.



27. Polling stations and/or online voting facilities will offer the greatest convenience to the voters and their operational hours shall be determined by the Returning Officer with a view to catering for the highest possible voter turnout.

28. No other polling stations/online-voting facilities can be operated other than those authorised by the Returning Officer.

29. No electioneering or pamphleting may take place within the area circumferencing the polling station(s) as designated by the Returning Officer.

30. Voters must be able to identify themselves before being allowed to vote.

31. Any vote on which a clear preference is shown will be considered valid.

32. If a candidate wishes to use on the ballot paper a name other than the one, recognised by the University, they must seek prior approval from the Returning Officer.

#### **Counting:**

33. The counting of votes shall take place after the closing of the polling stations at a time and in an area designated by the Returning Officer.

34. Campaign managers/candidates have the right to call a recount after the result of the count has been announced. If a campaign manager/candidate for any reason is absent from the count result announcement they may still request a recount within one hour of the announcement being made. The Returning Officer alone will make the decision as to when the recount will take place.

#### **Grievances:**

35. Any corrupt practice e.g. attempted double voting, will be disciplined using all the medium at the Union's disposal.

36. Any candidate/campaign manager/ member of the Union who has reason to believe that there was an irregularity of any kind regarding the conduct of the elections shall have the right to lodge an objection with the Returning Officer within one working day of the alleged irregularity taking place.

#### **By-Elections:**

37. The above rules shall also apply for by-elections for Sabbatical Positions. A by-election for the Post Graduate Officer can take place at a Council meeting.

## **SCHEDULE D - Standing Orders for Union Meetings**

1. Standing orders shall apply to all meetings of the Union.
2. Only full members of the Union may speak and vote at General Meetings. Honorary members have speaking rights. Only Union Council Members may speak and have voting rights at Union Council meetings. Non-Council Members may be invited to speak at a Union Council meeting by the Union Chairperson or the President.
3. The Deputy Presidents shall be responsible for the production of minutes of all meetings except where otherwise specified in this Constitution or Schedules.
4. All Ordinary, Extraordinary and Annual General Meetings shall be convened by the President in accordance with the constitution. The Deputy Presidents will convene all Union Council Meetings.
5. The business of meetings shall be taken in the following order:
  - (i) Minutes of previous meeting.
  - (ii) Matters arising.
  - (iii) Reports, statements and motions.
  - (iv) Any other business.
6. The President of the Union shall take the chair at General Meetings. If the President is absent or relinquishes the chair, it shall be taken by one of the Deputy Presidents. The Council Chairperson shall take the chair at Union Council meetings. If the Council Chairperson is absent, a temporary chair shall be appointed from the floor.
7. The Chairperson shall be responsible for keeping the meeting in order. When the Chairperson speaks all other members shall be silent.
8. Members wishing to speak shall address the chair. The Chairperson shall decide the right of priority in speaking. They shall ensure whenever practicable that speakers for, and against the question under discussion address the meeting alternately.
9. No member may speak more than once on the same motion except with the express permission of the meeting or to answer a question on a report or as indicated in standing orders 13 and 24.
10. Each full member shall have one vote. The Chairperson shall have a single vote and shall use it only in the event of a tie.
11. No votes shall be recorded on behalf of any member not present.

12. Every motion shall have a proposer and a seconder. The proposer shall move the motion, it shall thereafter be open for discussion and may be withdrawn only with the consent of the meeting.

13. The proposer of any motion shall have the right to sum up on the debate immediately before the vote is taken.

14. There shall be no new information or points of information during the summing up speech.

15. Emergency motions may be moved if and only if they deal with matters which have arisen since the date for submission of motions, and if there is a two thirds majority vote for the discussion of this motion. Emergency motions may only be discussed if all properly submitted motions have been discussed.

16. In the absence of any discussion, the Chairperson, shall ask if there is to be any further speeches and if not shall put the motion to a vote.

17. There shall be only one motion or amendment before the meeting at any one time. The first amendment to a motion shall be proposed immediately after the motion has been proposed.

18. The proposer of the amendment shall have the right to sum up before a vote is taken on it.

19. In the event of any amendment being carried which was not accepted by the proposer of the original motion, the amended motion shall become the substantive motion, and the proposer of the amendment shall become the holder of that substantive motion.

20. When all amendments have been voted upon, the substantive motion shall be debated.

21. The following procedural motions may be put:

- (i) A vote of no confidence in the Chairperson.
- (ii) A challenge to the Chairperson's ruling.
- (iii) That the motion be now put.
- (iv) That the motion not be put.
- (v) That standing orders be temporarily suspended.
- (vi) That the meeting be temporarily adjourned for a specific time.
- (vii) That the matter be discussed but not voted upon.
- (viii) That the motion be remitted to the appropriate Union Committee/Sub-Committee.
- (ix) That the motion be referred back for investigation or re-examination.
- (x) That the meeting be adjourned.
- (xi) That the motion be voted on in parts.

22. Procedural motions shall have a proposer and seconder.

23. Procedural motions shall be debated in the order of priority as in Standing Order 21.

24. Procedural motions (i), (ii), (iii), (iv), (v), (vi) and (x) should be moved on a point of order. Other procedural motions may be moved by members called to speak by the Chairperson.
25. If procedural motion (i) or (ii) are put the Chairperson shall hand the Chair, to a member of the Executive. The proposer shall state his or her own case, the person who has just vacated the Chair shall reply and the matter will be put straight to a vote. In the event of procedural motion (i) being carried they shall not resume the Chair during the meeting.
26. If procedural motion (iv) or (xi) is put, the meeting shall vote immediately on the procedural motion. If it is carried, the mover of the motion under discussion shall sum up immediately.
27. Points of information may be raised by any full member provided that the speaker occupying the floor signifies their intention to give way.
28. Points of order, which take precedence over any other business and upon which there shall be no discussion may be raised by any full member.
29. Motions shall require a simple majority except where otherwise specified in this Constitution.
30. Any suspension of standing orders shall apply for the duration of the matter under discussion only.
31. In the event of any situation arising not being covered by standing orders then the Chairperson shall rule on the procedure being adapted. Such ruling shall be subject to challenge under procedural motion (i).